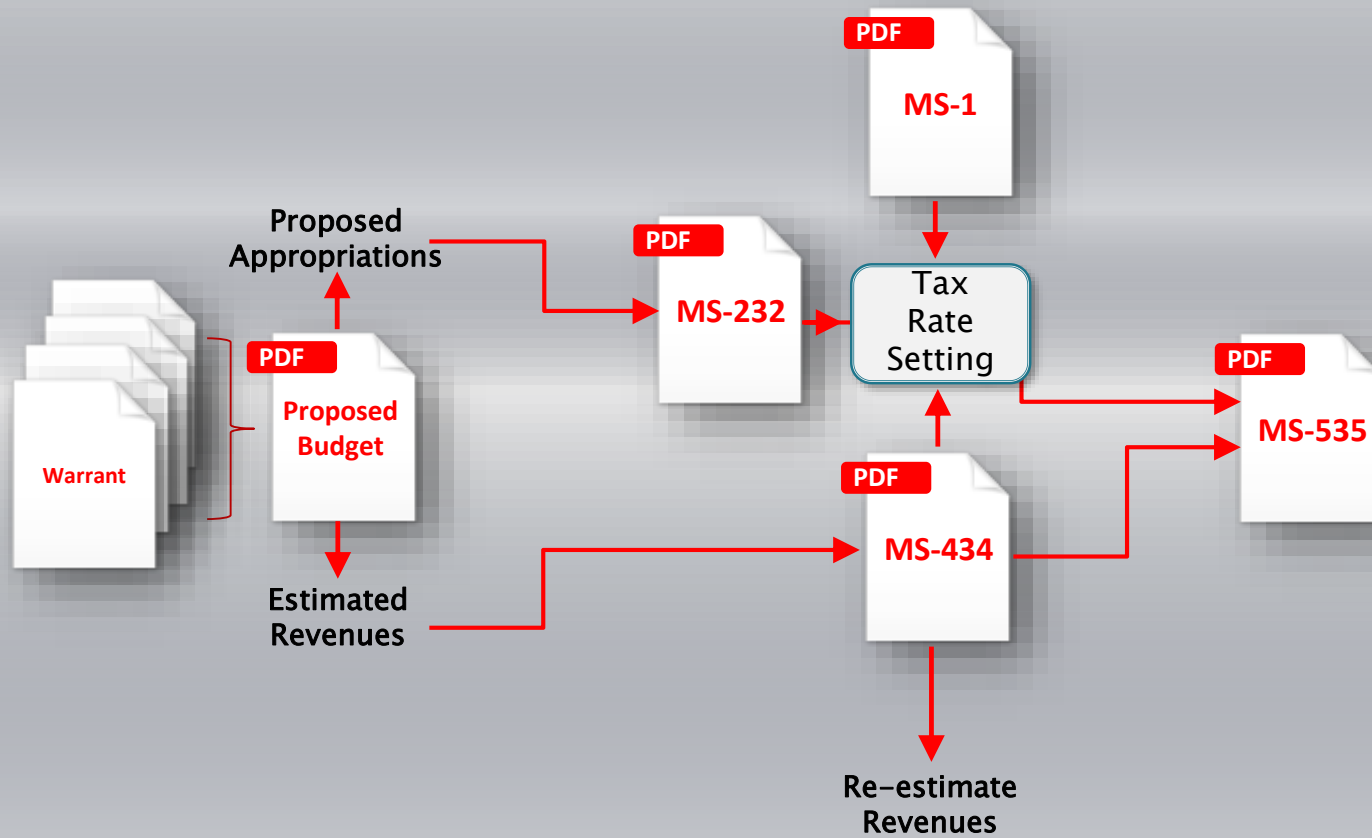# DRA Municipal Services

Municipal Tax Rate Setting Portal
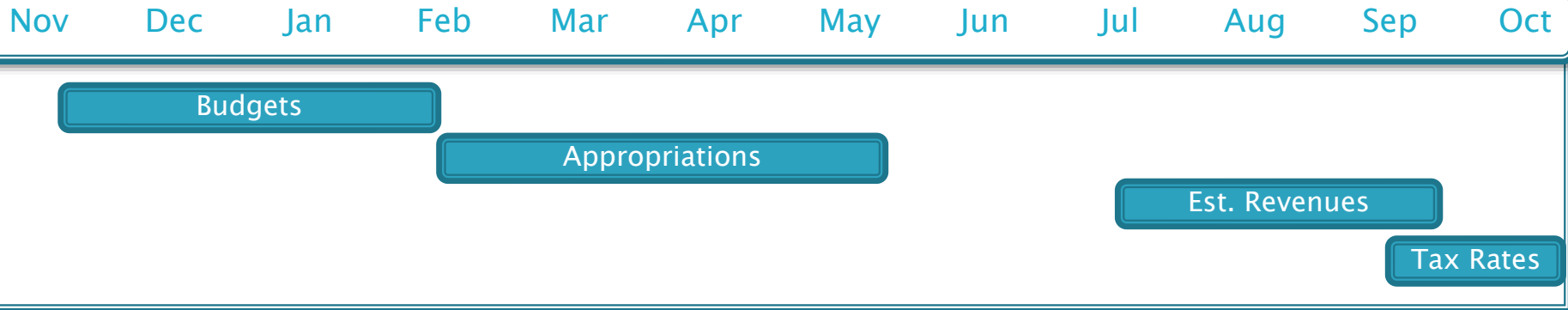## Tax Rate Setting

10/5/2017

BASIC TAX RATE PROCESS

Software Training Sessions

1. Budgets
2. Appropriations
3. Estimated Revenues
4. Tax Rates (You are here!)

Training Calendar

Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct

Budgets

Appropriations

Est. Revenues

Tax Rates

Session 4: Tax Rates

1. Location of interface
2. Workflow
3. Tax rates interface
4. Fund balance and overlay calculations
5. Viewing draft and final forms
6. DRA approval process

Location of Interface

▸ Tax Rate manager can be accessed through:
  ◦ Tax Rates tab
  ◦ Tax Rates button

Tax Rates Home

- Gateway to tax rate information
  - Access draft and final tax rates

  - Print draft and final tax rates

- To access tax rate, select green arrow on left side

Tax Rate Workflow

Advisor Creates Rate → Municipality Updates Rate → Supervisor Reviews Rate → Director Completes Rate → Tax Rate Set

Adjust:
- Overlay
- FB to reduce taxes

Rate Visible

Rate Visible
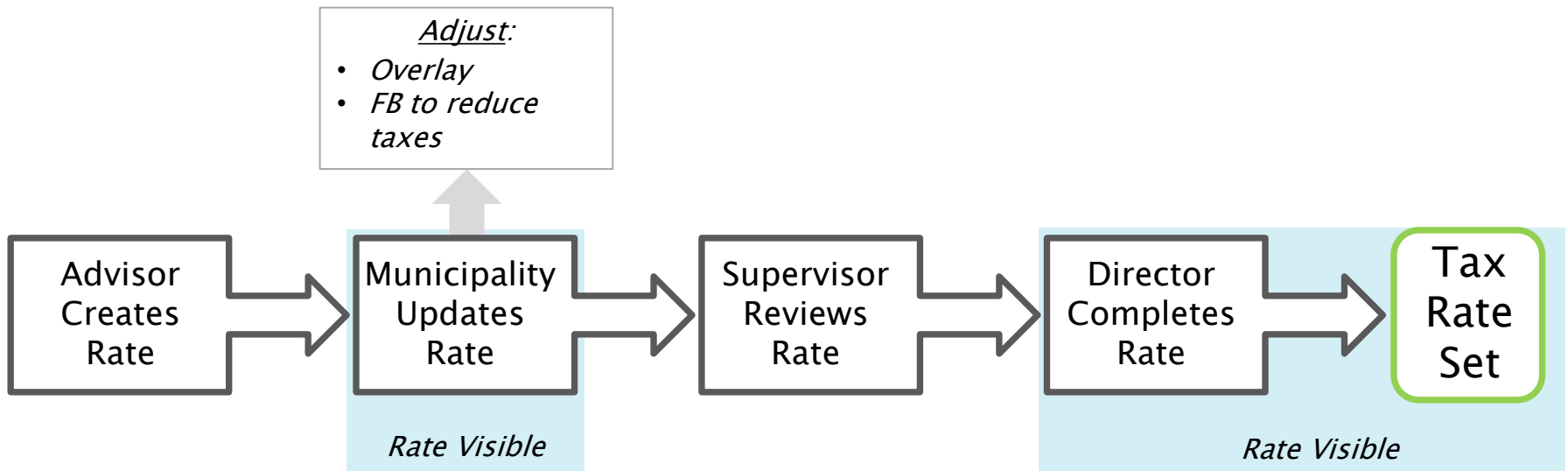
Interface

- Interface has four tabs
  - Appropriations & Revenues
  - Tax Base
  - Overlay & Surplus *(municipal value input)*
  - Information
- Each tab has the tax rate calculation on the bottom which can be minimized

Interface

Page Content

Tax Rate Table
Appears on all pages

Tax Rate Table

Calculate

Initial Tax Effort	$2,249,675
Final Tax Effort	$2,250,137
Overlay Adjustment	$462
Final Overlay	$16,629

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	$773,901	$95,301,131	$8.12	$774,363
County	$303,535	$95,301,131	$3.19	$303,535
Local Education	$923,151	$95,301,131	$9.69	$923,151
State Education	$249,088	$93,538,590	$2.66	$249,088
Total	$2,249,675		$23.66	$2,250,137

Complete Municipal Review

Save   Delete

Municipal Interface

- When viewing a rate, users will be taken to the "Overlay & Surplus" tab

- Two values are editable
  - FB to reduce taxes
  - Requested Overlay

Municipal Interface

Overlay & Adjustments

- "Requested" overlay is an approximate amount used to calculate the tax rate

- Rounding the tax rate calculation results in partial penny adjustments

- Adjustment is applied to the municipal tax effort only

Initial Overlay=$5,900

Tax Effort	Tax Base
$775,900	$15,450,000

$$Tax\ Rate = \frac{Tax\ Effort}{Tax\ Base} \times 100$$

Tax Rate= $5.02

$$Tax\ Effort = \frac{Tax\ Rate \times Tax\ Base}{100}$$

775,900−775,590=310

Final Overlay=$5,590

Overlay

Description	Amount	Adjusted Value
Requested Overlay	$16,167	$16,167

Max Allowable Overlay= $112,507

Hide Tax Rate Table

Calculate

Initial Tax Effort	$2,249,675
Final Tax Effort	$2,250,137
Overlay Adjustment	$462
Final Overlay	$16,629

Municipal Process

▸ Update FB to reduce taxes and overlay as needed

▸ After updating values select green "Calculate" button

▸ View rate impact

▸ When finished, select blue "Complete Municipal Review" button

Printing Tax Rate Reports

- Print draft report from homepage
  - Printer icon

- Extensive draft watermarking to indicate non−final rate reports

DRA Approval

▸ Following DRA supervisor and director approval you will receive an email

▸ Log into system, go to Tax Rates page
  ◦ View rate–green button
  ◦ Print rate–Printer icon

Final Step

▶ Required documents to be uploaded
  ◦ Tax commitment (1/2% verification)
  ◦ Signed property tax warrant and summary or summary only
  ◦ Copy of a final tax bill

Resources

- Solution Knowledge Base
  - https://axiomnh.freshdesk.com/support/solutions/25000017867
    - Application help button
    - Help videos
    - Quick help sheets
    - User manual
- Municipal advisor
- Municipal supervisor
- Axiomatic technical support team
  - support@axiomnh.com
  - (888) 508-8179